

<b>Opening Date:</b>	April 17, 2014	<b>Closing Date:</b>	May 1, 2014
<b>Job Title:</b>	Courtroom Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	087320 and 072603	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Montgomery County Rockville, Maryland	<b>Grade/Entry Salary:</b>	J07 \$32,033 - \$38,000
		<b>Financial Disclosure:</b>	No

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Provides courtroom assistance on a regular basis. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney, and maintains a list of all jurors selected. Communicates with Jury Commissioner as necessary. Administers appropriate oaths. Keeps accurate record of witnesses' names and addresses, evidence, and other materials. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Generates all necessary paperwork and secures necessary signatures on forms. Updates case file and records docket activity. Works overtime as needed.

**Education:** High School Diploma or GED.

**Experience:** Three years of clerical experience to include:

A) One year of experience working in a trial or appellate court or

B) One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Preferred:** Proficiency in typing, data entry or word processing. Prior experience working with court procedures, court documents, and familiarity with court terminology.

**Notes:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of court and legal terminology. Ability to correctly interpret procedures, laws, rules, and regulations. Ability to communicate effectively in a patient and tactful manner, convey directions, instructions and information. Ability to work with significant time constraints. Ability to understand and carry out complex instructions. Ability to pay attention to detail. Ability to compose hearing sheets utilizing proper grammar, punctuation and spelling. Ability to communicate effectively with customers and co-workers. Math skills necessary to calculate fees. Ability to use independent judgement to discern and record pertinent information. Ability to work overtime as needed. Ability to operate a personal computer and type 35 net wpm or 5,000 kph with no more than 10 errors, as demonstrated by successful completion of a typing and/or alphanumeric data entry test. Ability to lift up to 40 lbs. using proper lifting techniques. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for materials sent to any other address.**

Circuit Court for Montgomery County  
Montgomery County Judicial Center  
50 Maryland Avenue  
Rockville, MD 20850  
ATTN: The Hon. Loretta Knight, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.